

# Checklist

## SIX MONTHS PRIOR – SOCIAL EVENTS

- [ ] **ROOM BLOCK DROPPED**  
Accommodations held for family reunions, weddings, high school reunions are released.

## 60 DAYS PRIOR TO MEETING DATE:

- [ ] **ROOMING LIST**  
Designate VIP's, special room combinations, special billing requirements, and accessible (ADA) rooms.
- [ ] **TRANSPORTATION REQUIREMENTS**  
Arrange any individual or group transportation; arrival, departure, functions.
- [ ] **TOUR INFORMATION**  
Schedule any off-property attractions.
- [ ] **RESERVATIONS**  
Private functions and dining reservations for on and off property.
- [ ] **ENTERTAINMENT**  
Any special events.
- [ ] **MEETING SUPPLIES**  
Any supplies that may be sent.
- [ ] **AUDIO VISUAL EQUIPMENT FOR SPEAKERS**  
Check with all speakers regarding AV Equipment. Make sure that the Park is able to reserve the equipment for you.
- [ ] **RECREATION/TEAM BLDG**  
Discuss all possibilities with Park's Recreation & Interruptive Staff.

## 45 DAYS IN ADVANCE

- [ ] **FINAL ROOMING LIST**  
Final rooming list & master account billing instructions should be sent to Park. This allows time for checking and distribution to reservations. Make sure that the address for billing is correct.
- [ ] **CONFIRM**  
Any special entertainment, transportation or tours.
- [ ] **DISCUSS MENUS**  
Plan menus. For that special touch and ideas, have the Group Sales Coordinator schedule a meeting with the Chef.

### **30 DAYS IN ADVANCE**

- [ ] FINAL PROGRAM**  
Review program: workshops, meeting times, refreshment breaks, meals, entertainment, recreation, audio visual.
- [ ] ROOM SET-UP**  
Confirm set-ups for general session and break-outs. Make sure that final number of attendees still works well with set-ups.
- [ ] SPECIAL SETS**  
Confirm speaker tables, risers, podiums, registration tables, gift tables, etc.
- [ ] CONFIRM FINAL MENUS**  
Final menu selections must be submitted. This allows the Park to order & purchase the best quality of food for your group in a timely manner.

### **14 DAYS IN ADVANCE**

- [ ] FINALIZE & RE-CONFIRM**  
Final run through with the Group Sales Coordinator. Inform GSC who the on-site contact will be & who is able to sign for the master bill.
- [ ] AGENDA**  
Forward Agenda to Park.
- [ ] 72 HOURS (3 WORKING DAYS)**  
Guarantees for food, tours, recreation are due. Will there be any day guests if package applies?